PUBLIC NOTICE
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF
LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM
Carol Stream Public library
616 Hiawatha Drive
Carol Stream, IL 60188

DATE: November 15, 2023   **TIME: 7:00 p.m.**
PLACE: Library Meeting Room

All matters on the agenda may be discussed, amended, and acted upon.
In accordance with requirements of the Illinois Open Meetings Act #5ILCS 120/2.06, portions of this meeting may be conducted in closed session.

1. WELCOME AND CALL TO ORDER – Board President

2. PLEDGE TO THE FLAG

3. ROLL CALL

4. PUBLIC PARTICIPATION

5. ADOPTION OF THE CONSENT AGENDA*

6. APPROVAL OF MINUTES

    6.1 Minutes of the Regular Board Meeting of October 18, 2023

7. MONTHLY REPORTS OF THE TREASURER

    7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2023

8. NEW BUSINESS

    8.1 Recommendation, Re: Approval of Annual Library Calendar 2024 Library Closings and Board Meetings

    8.2 Recommendation, Re: Approval of Cancellation of December 20, 2023 Library Board of Trustees Meeting

    8.3 Discussion: 2024 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*

9. DISBURSEMENTS

    9.1 Approval of Disbursements of October 1-31, 2023 plus the Addendum for the Meeting of November 15, 2023

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

    None

13. BOARD MEMBER REPORTS

14. ADJOURN

_____

Mansi Patel, Secretary
Board of Library Trustees

Next Resolution: #301

*A consent agenda allows Board members to vote on a group of items en bloc (as a group) not requiring discussion. This practice can save meeting time by allowing the Board to approve the group of items together in one motion. Items they wish to discuss are declared "off" by a Board member during the establishment of the consent agenda.

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM
Carol Stream Public Library
515 Hiawatha Drive Carol Stream, IL 50188

DATE: October 18, 2023   TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order
   Vice President Larimer called the meeting to order at 7:01 p.m.

2. Vice President Larimer led those in attendance in the Pledge of Allegiance to the Flag

3. Roll Call
   Secretary Patel called the Roll.
   Present: Trustees Olson, Rogers, Patel and Larimer
   Absent: Trustees Hudspeath, Leszczewicz and Lynch
   Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens
   Moreno, Sikich Representative Brian LeFevre, Friends of the Library Members Kurt Gimler and Peggy
   Benzin

4. PUBLIC PARTICIPATION – Friends of the Library President Kurt Gimler recognized the original founding
members of the Friends of the Library, in honor of their 40th Anniversary as an organization. He provided an
overview of the programs and equipment that the Friends have funded and the programs they have
sponsored over the past several years. They thanked the Library for remembering Friends member Margaret
Leabru in the recent Warhol art installation and stated that their goal is to build membership.

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA
Trustee Olson moved and **Trustee Rogers seconded** the establishment of a Consent Agenda for the Regular
Meeting of October 18, 2023. Motion approved.
Ayes .... 4 Trustees Olson, Rogers, Patel and Larimer
Nays 0
Absent............ Trustees Hudspeath, Leszczewicz and Lynch

Trustee Rogers moved and **Trustee Olson seconded** that the following items be included on the consent
agenda. Motion approved.
Ayes .... 4 Trustees Olson, Rogers, Patel and Larimer
Nays 0
Absent............ Trustees Hudspeath, Leszczewicz and Lynch

6.1 Minutes of the Regular Board Meeting of September 20, 2023

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2023

6.3 Approval of Disbursements of September 1-30, 2023 plus the Addendum for the Meeting of October 18, 2023

Trustee Olson moved and **Trustee Rogers seconded** that the items on the Consent Agenda be approved by Omnibus vote. Motion approved.

Ayes .... 4 Trustees Olson, Rogers, Patel and Larimer

Nays 0

Absent............ Trustees Hudspeath, Leszczewicz and Lynch

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of Resolution #300, Commendation of Friends of the Carol Stream Public Library In Celebration of Forty Years of Service and Commitment

Trustee Olson moved and **Trustee Rogers seconded** that the Carol Stream Public Library Board of Trustees approve Resolution #300, Commendation of Friends of the Carol Stream Public Library In Celebration of Forty Years of Service and Commitment. Motion approved.

Ayes .... 4 Trustees Olson, Rogers, Patel and Larimer

Nays 0

Absent............ Trustees Hudspeath, Leszczewicz and Lynch

Background information:

VILLAGE OF CAROL STREAM, ILLINOIS LIBRARY BOARD RESOLUTION #300

RE: COMMENDATION OF FRIENDS OF THE CAROL STREAM PUBLIC LIBRARY IN CELEBRATION OF FORTY YEARS OF SERVICE AND COMMITMENT

WHEREAS, the Friends of the Carol Stream Public Library were formed forty years ago in 1983 to support the Carol Stream Public Library and their services to the community; and

WHEREAS, the work of the Friends highlights, on an on-going basis, that our Library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our Library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services; and

WHEREAS, the Friends raise money that enables our Library to fulfill our Mission – providing the resources for additional programming, equipment, support for summer reading programs, scholarships for Career Online High School, and special events throughout the year; and

WHEREAS, the Friends volunteer at special Library events throughout the year demonstrating their dedication to the Library with their gracious and welcoming nature; and

WHEREAS, the Friends' gift of their time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community; and

Now, therefore, be it resolved that the Board of Library Trustees publicly commends and thanks the Friends of the Carol Stream Public Library on behalf of the citizens of Carol Stream for their continued contributions and support to make our Library and the community so much better.

7.2 Review of Fiscal Year 2023 Audit with Sikich Representative Brian LeFevre
Background information:
Partner Brian LeFevre from Sikich LLP, presented the Library's FY2023 Annual Financial Report and Auditor's Communication to the Board. The auditor issued a clean, unmodified audit opinion. An unmodified opinion is issued when the financial statements "give a true and fair view" and the organization under audit has practiced in accordance with all requirements. It is the highest opinion that can be given.

7.3 Acceptance of 2023 Audit as Presented
Trustee Patel moved and **Trustee Rogers seconded** that the Library Board of Trustees accept the 2023 Audit as presented. Motion approved.
Ayes .... 4 Trustees Olson, Rogers, Patel and Larimer
Nays 0
Absent............ Trustees Hudspeath, Leszczewicz and Lynch

8. REPORT OF THE LIBRARY DIRECTOR
Background Information:
Trustees inquired if the Staff Appreciation dinner will be resuming. It had been on hiatus during the pandemic. Plans are for it to resume and take place in January or February 2024.

9. MONTHLY STAFF REPORTS
Background Information:
Trustee Olson inquired on what the Stay Interview surveys were that were mentioned in the HR Report. Stay Surveys (vs. Exit interviews) are a tool to provide the employer with information from current employees regarding job satisfaction, concerns and recommendations. Employers can use the results to improve the working environment for employees and increase job satisfaction and retention.

10. ADJOURN
There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Rogers seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:51 p.m.

November 15, 2023
Approved (date)

_____
Mansi Patel, Secretary
Library Board of Trustees

Carol Stream Public Library
Treasurer's Report
Month Ending October 31, 2023

FUND	BEGINNING BALANCE	CHANGE	ENDING BALANCE
General	$ 4,224,704.06	$ (222,692.06)	$ 4,002,012.00
Working Cash	53,197.03	223.67	53,420.70
FICA	146,085.95	(10,196.65)	135,889.30
IMRF	192,276.85	(10,715.13)	181,561.72
Liability Insurance	30,755.07	(18,696.03)	12,059.04
Audit	7,857.94	69.71	7,927.65
Capital Maintenance & Repair	1,653,027.03	1,662.89	1,654,689.92
Building Renovation Loan	232,243.88	(233,483.20)	(1,239.32)
TOTAL ALL FUNDS	$ 6,540,147.81	$ (493,826.80)	$ 6,046,321.01

See attached for a schedule of cash and investments.

_____   10/31/23
Justin Lynch, Board President

_____   10/31/23
Tim Rogers, Board Treasurer

_____   10/31/23
Susan Westgate, Library Director

Carol Stream Public Library
Treasurer's Report
Month Ending October 31, 2023

	TYPE	CURRENT BALANCE
PNC	CHECKING	$ 116,516.08
PNC	PAYROLL	142,715.95
PNC	INVESTMENT	414,961.59
OLD SECOND BANK	CHECKING	92,259.65
OLD SECOND BANK	PAYROLL	-
OLD SECOND BANK-MONEY MARKET	INVESTMENT	2,081,888.01
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,196,486.72
PROPAY	ELECTRONIC	793.01
ASPEN/PAYPAL	ELECTRONIC	-
CASH BANK	CASH DRAWER	700.00
	TOTAL	$ 6,046,321.01

CAROL STREAM PUBLIC LIBRARY

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

OCTOBER 31, 2023

TABLE OF CONTENTS

Accountant's Compilation Report

To the Board of Trustees
Carol Stream Public Library
Carol Stream, Illinois

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of October 31, 2023 and September 30, 2023, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date October 31, 2023, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. These modified cash basis of accounting financial statements do not include capital assets or loans payable. The effects of these departures from the modified cash basis of accounting have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained in Exhibit C is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Carol Stream Public Library.

ATA Group, LLP

November 2, 2023

Carol Stream Public Library

Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds - Exhibit A See Compilation Report

	TOTAL		
	AS OF OCT 31, 2023	AS OF SEP 30, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	116,516.08	389,986.59	-273,470.51
10-1002 PNC Payroll Checking	142,715.95	138,717.42	3,998.53
10-1003 PNC Money Market (savings)	414,961.59	655,499.87	-240,538.28
10-1006 Old Second General Checking	92,259.65	1,691,153.65	-1,598,894.00
10-1008 Old Second Payroll Account	0.00	124,488.08	-124,488.08
10-1014 Illinois Funds-Prime	3,196,486.72	3,181,541.00	14,945.72
10-1024 Old Second Money Market Acct	2,081,888.01	357,144.94	1,724,743.07
10-1025 ProPay	793.01	816.06	-23.05
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	0.00	100.20	-100.20
10-1090 Allocated Cash-General Fund	-2,044,309.01	-2,315,443.75	271,134.74
Total 10-1000 Library Fund Cash	**4,002,012.00**	**4,224,704.06**	**-222,692.06**
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	53,420.70	53,197.03	223.67
30-1190 Allocated Cash-FICA Fund	135,889.30	146,085.95	-10,196.65
40-1090 Allocated Cash-IMRF Fund	181,561.72	192,276.85	-10,715.13
50-1090 Allocated Cash-Liability Fund	12,059.04	30,755.07	-18,696.03
60-1090 Allocated Cash-Audit Fund	7,927.65	7,857.94	69.71
70-1090 Allocated Cash-Capital R&M Fund	1,654,689.92	1,653,027.03	1,662.89
80-1090 Allocated Cash-Debt Service	-1,239.32	232,243.88	-233,483.20
Total 1190 Allocated Cash-Fund Balances	**2,044,309.01**	**2,315,443.75**	**-271,134.74**
Total Bank Accounts	**$6,046,321.01**	**$6,540,147.81**	**$ -493,826.80**
Total Current Assets	**$6,046,321.01**	**$6,540,147.81**	**$ -493,826.80**
TOTAL ASSETS	**$6,046,321.01**	**$6,540,147.81**	**$ -493,826.80**
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			**$0.00**
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,102,590.06	2,102,590.06	0.00
20-2900 Fund Balance-Working Cash	52,261.64	52,261.64	0.00
30-2900 Fund Balance-FICA Fund	82,516.19	82,516.19	0.00
40-2900 Fund Balance-IMRF Fund	57,113.71	57,113.71	0.00
50-2900 Fund Balance-Liability	7,028.55	7,028.55	0.00
60-2900 Fund Balance-Audit	6,527.07	6,527.07	0.00
70-2900 Fund Balance-Capital R&M	1,647,908.06	1,647,908.06	0.00
80-2900 Fund Balance-Debt Service	2,775.00	2,775.00	0.00
Total 2900 Beginning Fund Balances	**3,958,720.28**	**3,958,720.28**	**0.00**

Carol Stream Public Library

Combined Statements of Assets, Liabilities and Fund Balances - Modified Cash Basis - All Funds - Exhibit A See Compilation Report

	TOTAL		
	AS OF OCT 31, 2023	AS OF SEP 30, 2023 (PP)	CHANGE
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	2,087,600.73	2,581,427.53	-493,826.80
Total Equity	**$6,046,321.01**	**$6,540,147.81**	**$ -493,826.80**
TOTAL LIABILITIES AND EQUITY	**$6,046,321.01**	**$6,540,147.81**	**$ -493,826.80**

Carol Stream Public Library
Combined Statements of Revenues and Expenses
Modified Cash Basis - All Funds
Exhibit B - See Accountant's Compilation Report

	Oct-23	May23-Oct23	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	15,746.44	3,755,474.99	3,804,461.00	98.71%
3002 Property Taxes Non-Current		241.78	1,000.00	24.18%
Total 3000 Property Taxes	**15,746.44**	**3,755,716.77**	**3,805,461.00**	**98.69%**
3100 PPR Taxes		45,019.58	86,500.00	52.05%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		0.00	500.00	0.00%
3202 Interest Income Investments	17,230.29	89,285.98	35,100.00	254.38%
Total 3200 Interest Income	**17,230.29**	**89,285.98**	**35,600.00**	**250.80%**
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	480.80	2,600.30	6,000.00	43.34%
3302 Public Copy Payments	915.92	5,799.61	7,000.00	82.85%
3303 Non-Resident Card Fees	425.04	3,003.85	2,500.00	120.15%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	**1,821.76**	**11,403.76**	**16,000.00**	**71.27%**
3400 Donations		1,497.46	5,000.00	29.95%
3500 Developer Contributions		0.00	500.00	0.00%
3600 RBP/ILL Reimbursements	0.00	10.19	500.00	2.04%
3700 Grants		0.00	0.00	
3701 Per Capita Grants		58,784.65	58,800.00	99.97%
3702 Other Grants/Awards		48,648.42	1,000.00	4864.84%
Total 3700 Grants	**0.00**	**107,433.07**	**59,800.00**	**179.65%**
3800 Other Income	192.05	745.80	3,000.00	24.86%
Total Income	**34,990.54**	**4,011,112.61**	**4,012,361.00**	**99.97%**
Gross Profit	**34,990.54**	**4,011,112.61**	**4,012,361.00**	**99.97%**
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	50,510.74	287,183.54	630,000.00	45.58%
5102 Non-Exempt Staff Salaries	91,677.26	563,027.87	1,385,000.00	40.65%
5103 Custodial Salaries	6,255.35	38,555.77	92,000.00	41.91%
5105 Professional Education	100.00	4,618.99	15,000.00	30.79%
5106 Membership	177.00	1,488.50	6,000.00	24.81%
5107 Life Insurance	82.67	489.72	1,500.00	32.65%
5108 Health Insurance	14,206.78	89,135.58	250,000.00	35.65%
5109 Benefits, other	107.85	651.31	2,750.00	23.68%
5110 Trustee Development		47.51	3,500.00	1.36%
Total 5100 Salaries	**163,117.65**	**985,198.79**	**2,385,750.00**	**41.30%**
5200 Plant Maint.		0.00	0.00	
5201 Supplies	2,730.92	11,430.36	13,500.00	84.67%
5202 Maintenance/Repair		1,603.00	10,000.00	16.03%
5203 Maintenance Contracts	4,211.00	25,431.00	54,250.00	46.88%

Carol Stream Public Library
Combined Statements of Revenues and Expenses
Modified Cash Basis - All Funds
Exhibit B - See Accountant's Compilation Report

	Oct-23	May23-Oct23	Annual Budget	% of Budget
5204 Landscape Maintenance/Snow Remo	742.56	5,487.12	16,000.00	34.29%
5205 Furniture/Equipment		1,417.13	4,300.00	32.96%
5206 Electric-Comm Edison	3,070.94	6,620.31	52,000.00	12.73%
5207 Water/Sewer		2,488.61	6,000.00	41.48%
5208 Insurance (Property)	7,206.00	7,206.00	11,000.00	65.51%
Total 5200 Plant Maint.	**17,961.42**	**61,683.53**	**167,050.00**	**36.93%**
5300 Business Exp.		0.00	0.00	
5301 Postage	9.49	9.49	2,000.00	0.47%
5302 Office & Equipment Supplies	1,015.00	3,677.87	7,500.00	49.04%
5303 Printing		3,862.80	2,500.00	154.51%
5304 Equipment Leasing	1,197.69	8,938.59	17,000.00	52.58%
5305 Mileage Reimbursement	22.81	479.33	1,000.00	47.93%
5306 Legal Notices	555.45	555.45	600.00	92.58%
5308 Business Phone	427.57	2,531.44	5,500.00	46.03%
5309 Accounting Service	1,200.00	7,100.00	14,500.00	48.97%
5310 Material Recovery Fees	157.60	778.15	1,200.00	64.85%
5311 Payroll Service	1,903.84	4,072.87	8,000.00	50.91%
5312 Attorney Fees		506.25	5,000.00	10.13%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	1,044.87	2,601.31	6,000.00	43.36%
5317 Bank & Credit Card Fees	74.20	209.12	100.00	209.12%
5319 Security Service		0.00	14,000.00	0.00%
5320 Donation Recd Expense		994.80	5,000.00	19.90%
5321 Human Resources	1,384.27	7,362.31	14,000.00	52.59%
Total 5300 Business Exp.	**8,992.79**	**43,679.78**	**113,900.00**	**38.35%**
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware		1,961.44	7,000.00	28.02%
5402 ISP and Web page hosting	925.00	7,464.99	14,500.00	51.48%
5403 Computer Software	257.50	8,191.65	12,500.00	65.53%
5404 Tech Support & Repair		15,914.93	25,000.00	63.66%
5405 Technical Services Supplies	127.25	540.95	4,000.00	13.52%
5406 Circulation Supplies	86.31	1,407.75	4,000.00	35.19%
5408 Tech Serv Online Resources		0.00	14,500.00	0.00%
5409 RBP/ILL Expenses		996.35	500.00	199.27%
5410 SWAN Consortium	11,653.50	23,307.00	47,000.00	49.59%
5411 Village IT Services	8,584.94	60,094.58	103,000.00	58.34%
Total 5400 Automat. & Dept. Oper.	**21,634.50**	**119,879.64**	**232,000.00**	**51.67%**
5500 Services		0.00	0.00	
5501 Youth Services Programs	3,253.83	26,302.54	33,500.00	78.52%
5502 Summer Reading Program -- Youth	-49.89	0.00	0.00	
5503 Adult/Teen Programs	1,270.96	14,731.93	26,500.00	55.59%
5505 Library Newsletter		15,768.55	40,000.00	39.42%

Carol Stream Public Library
Combined Statements of Revenues and Expenses
Modified Cash Basis - All Funds
Exhibit B - See Accountant's Compilation Report

	Oct-23	May23-Oct23	Annual Budget	% of Budget
5509 Library Publicity and Promotion	1,589.76	15,043.11	22,000.00	68.38%
Total 5500 Services	**6,064.66**	**71,846.13**	**122,000.00**	**58.89%**
5600 Collection		0.00	0.00	
5601 Youth Services Books	3,515.08	19,032.24	55,000.00	34.60%
5606 Youth Services Media	2,034.61	4,607.37	18,300.00	25.18%
5630 Adult Books	3,765.68	28,303.07	72,000.00	39.31%
5634 Online Resources	595.00	595.00	20,000.00	2.98%
5635 Magazines & Newspapers		8,864.01	13,000.00	68.18%
5637 Adult Media	1,472.20	12,661.39	35,000.00	36.18%
5651 Digital Media	7,705.67	61,459.40	120,000.00	51.22%
5652 Grant/Award Expense	10,295.00	60,316.59	58,800.00	102.58%
Total 5600 Collection	**29,383.24**	**195,839.07**	**392,100.00**	**49.95%**
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,068.93	72,272.44	160,000.00	45.17%
6620 Illinois Municipal Retirement F	11,909.63	79,437.99	205,000.00	38.75%
Total 6600 Payroll Expenses	**22,978.56**	**151,710.43**	**365,000.00**	**41.56%**
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
Total 6900 Operating Xfers In (Out)	**0.00**	**0.00**	**100.00**	**0.00%**
7101 Liability Insurance	18,547.00	18,547.00	22,250.00	83.36%
7102 Risk Management expense		1,452.80	4,750.00	30.59%
7103 Unemployment Compensation Insur	286.51	742.04	3,000.00	24.73%
7201 Audit Expense		8,706.00	13,000.00	66.97%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		3,822.77	10,000.00	38.23%
7402 Parking Lot Repair		9,116.37	15,000.00	60.78%
7403 Building Repair	5,390.00	5,390.00	50,000.00	10.78%
7404 Landscape		7,637.92	50,000.00	15.28%
7405 Memorials		0.00	1,000.00	0.00%
7406 Other Capital Expenditures		1,590.18	50,000.00	3.18%
Total 7400 Capital Expenditures	**5,390.00**	**27,557.24**	**176,000.00**	**15.66%**
7500 Special Capital Projects		0.00	0.00	
7503 Front Entrance Outdoor Renovati		0.00	250,000.00	0.00%
7504 Capital Replacement Study		0.00	15,000.00	0.00%
7506 Office & Staff Room Door Wraps		0.00	10,000.00	0.00%
7507 Automation Equipment		1,894.96	30,000.00	6.32%
7509 Security Upgrades		313.46	8,000.00	3.92%
Total 7500 Special Capital Projects	**0.00**	**2,208.42**	**313,000.00**	**0.71%**
8000 Debt Repayment Expense	234,461.01	234,461.01	234,461.00	100.00%
Total Expenses	**528,817.34**	**1,923,511.88**	**4,544,361.00**	**42.33%**
Net Operating Income	**-493,826.80**	**2,087,600.73**	**-532,000.00**	**-392.41%**
Net Income	**-493,826.80**	**2,087,600.73**	**-532,000.00**	**-392.41%**

Carol Stream Public Library
Supplementary Information
Revenues and Expenses - Modified Cash Basis - By Fund - Exhibit C - See Accountant's Compilation Report

	10-General Fund		20-Working Cash Fund		30-FICA Fund		40-IMRF Fund		50-Liability Fund	
	Oct 2023	May - Oct, 2023 (YTD)	Oct 2023	May - Oct, 2023 (YTD)	Oct 2023	May - Oct, 2023 (YTD)	Oct 2023	May - Oct, 2023 (YTD)	Oct 2023	May - Oct, 2023 (YTD)
Income										
3000 Property Taxes	13,264.93	3,163,851.07			519.12	123,815.50	847.29	202,086.78	107.40	25,616.46
3100 PPR Taxes		45,019.58								
3200 Interest Income	9,183.46	47,587.95	223.67	1,159.06	353.16	1,830.05	347.21	1,799.22	30.08	155.87
3300 Patron Payments	1,821.76	11,403.76								
3400 Donations		1,497.46								
3600 RBP/ILL Reimbursements	0.00	10.19								
3700 Grants		107,433.07								
3800 Other Income	192.05	745.80								
Total Income	24,462.20	3,377,548.88	223.67	1,159.06	872.28	125,645.55	1,194.50	203,886.00	137.48	25,772.33
Gross Profit	24,462.20	3,377,548.88	223.67	1,159.06	872.28	125,645.55	1,194.50	203,886.00	137.48	25,772.33
Expenses										
5100 Salaries	163,117.65	985,198.79								
5200 Plant Maint.	17,961.42	61,683.53								
5300 Business Exp.	8,992.79	43,679.78								
5400 Automat. & Dept. Oper.	21,634.50	119,879.64								
5500 Services	6,064.66	71,846.13								
5600 Collection	29,383.24	195,839.07								
6600 Payroll Expenses					11,068.93	72,272.44	11,909.63	79,437.99		
7101 Liability Insurance									18,547.00	18,547.00
7102 Risk Management expense										1,452.80
7103 Unemployment Compensation Insur									286.51	742.04
7201 Audit Expense										
7400 Capital Expenditures										
7500 Special Capital Projects										
8000 Debt Repayment Expense										
Total Expenses	247,154.26	1,478,126.94	0.00	0.00	11,068.93	72,272.44	11,909.63	79,437.99	18,833.51	20,741.84
Net Operating Income	-222,692.06	1,899,421.94	223.67	1,159.06	-10,196.65	53,373.11	-10,715.13	124,448.01	-18,696.03	5,030.49
Net Income	-222,692.06	1,899,421.94	223.67	1,159.06	-10,196.65	53,373.11	-10,715.13	124,448.01	-18,696.03	5,030.49

Carol Stream Public Library
Supplementary Information
Revenues and Expenses - Modified Cash Basis - By Fund - Exhibit C - See Accountant's Compilation Report

	60-Audit Fund		70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Oct 2023	May - Oct, 2023 (YTD)	Oct 2023	May - Oct, 2023 (YTD)	Oct 2023	May - Oct, 2023 (YTD)	Oct 2023	May - Oct, 2023 (YTD)
Income								
3000 Property Taxes	41.77	9,961.82			965.93	230,385.14	15,746.44	3,755,716.77
3100 PPR Taxes							0.00	45,019.58
3200 Interest Income	27.94	144.76	7,052.89	36,547.52	11.88	61.55	17,230.29	89,285.98
3300 Patron Payments							1,821.76	11,403.76
3400 Donations							0.00	1,497.46
3600 RBP/ILL Reimbursements							0.00	10.19
3700 Grants							0.00	107,433.07
3800 Other Income							192.05	745.80
Total Income	69.71	10,106.58	7,052.89	36,547.52	977.81	230,446.69	34,990.54	4,011,112.61
Gross Profit	69.71	10,106.58	7,052.89	36,547.52	977.81	230,446.69	34,990.54	4,011,112.61
Expenses								
5100 Salaries							163,117.65	985,198.79
5200 Plant Maint.							17,961.42	61,683.53
5300 Business Exp.							8,992.79	43,679.78
5400 Automat. & Dept. Oper.							21,634.50	119,879.64
5500 Services							6,064.66	71,846.13
5600 Collection							29,383.24	195,839.07
6600 Payroll Expenses							22,978.56	151,710.43
7101 Liability Insurance							18,547.00	18,547.00
7102 Risk Management expense							0.00	1,452.80
7103 Unemployment Compensation Insur							286.51	742.04
7201 Audit Expense		8,706.00					0.00	8,706.00
7400 Capital Expenditures			5,390.00	27,557.24			5,390.00	27,557.24
7500 Special Capital Projects				2,208.42			0.00	2,208.42
8000 Debt Repayment Expense					234,461.01	234,461.01	234,461.01	234,461.01
Total Expenses	0.00	8,706.00	5,390.00	29,765.66	234,461.01	234,461.01	528,817.34	1,923,511.88
Net Operating Income	69.71	1,400.58	1,662.89	6,781.86	-233,483.20	-4,014.32	-493,826.80	2,087,600.73
Net Income	69.71	1,400.58	1,662.89	6,781.86	-233,483.20	-4,014.32	-493,826.80	2,087,600.73

ANNUAL LIBRARY CALENDAR
2024 LIBRARY CLOSINGS AND BOARD MEETINGS

Library Closings

Monday, January 1 (New Year's Day)
Sunday, March 31 (Easter)
Sunday, May 12 (Mother's Day)
Sunday, May 26
Monday, May 27 (Memorial Day)
Sunday, June 16 (Father's Day)
Thursday, July 4 (Independence Day)
Sunday, September 1
Monday, September 2 (Labor Day)
Wednesday, November 27 (Thanksgiving Day Eve) close at 5:00 p.m.
Thursday, November 28 (Thanksgiving Day)
Tuesday, December 24 (Christmas Eve)
Wednesday, December 25 (Christmas Day)
Tuesday, December 31 (New Year's Eve) close at 5:00 p.m.
Wednesday, January 1, 2025 (New Year's Day)

Library Board Meetings

January 17
February 21
March 20
April 17
May 15
June 19
July 17
August 21
September 18
October 16
November 20
December 18

Library Board meetings will be held in the Library's Meeting Room at 7:00 p.m.

Susan Westgate, Library Director
For the Board of Library Trustees of the Village of Carol Stream

2024 Per Capita Grant

Summary

The 2024 Per Capita grant has one question and that is for the Library Director and Board of Trustees to review the entire publication of the Serving Our Public 4.0 Standards for Illinois Public Libraries and the checklist at the conclusion of each chapter. Our Library is in good condition. *(This is the same question as the 2021, 2022 and 2023 Per Capita Grant.)*

Each of the chapter checklists is listed in this document. The items with a check mark are items we are good with. The items with a right arrow and highlighted in yellow are items the management team will review and determine if we need to do better in that area. Some items include a **bolded comment** regarding our Library's current practice. The Per Capita grant is due to the Illinois State Library by January 30, 2024.

Chapter 1 (Core Standards) – CSPL follows/meets all Core Standards

Illinois Public Library Core Standards

Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.

Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes.*

Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes.*

Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)

Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association.* The library adopts and adheres to the *Public Library Trustee Ethics Statement,* developed by United for Libraries, a division of ALA.

Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues.

Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)

Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes,* with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act.*

1

Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate.

Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

Core 15 The board of trustees annually reviews the performance of the library administrator.

Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

Core 18 The library utilizes a variety of methods to communicate with its community.

Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

Core 22 The library board and staff promote the collections and services available to its community.

Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 - Governance and Administration Checklist
- ✓ Library has an elected or appointed board of trustees.
- ✓ Library has a qualified library administrator.

- ✓ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- ✓ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ✓ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ✓ Library has a mission statement and a long-range/strategic plan.
- ✓ Library maintains an understanding of the community by surveys, hearings, and other means.
- ✓ Library board reviews library policies on a regular basis.
- ✓ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- ✓ Library develops an orientation program for new board members.
- ✓ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- ✓ Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- ✓ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- ✓ Library has a board-approved set of written by laws that govern the conduct of the board of trustees and its relationship to the library and staff.
- ✓ Library maintains insurance covering property and liability, including volunteer liability.
- ➢ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.
  The library continues to develop and write up practices and procedures for each department and position as appropriate. The majority are part of the departments Intranet page documents. They are edited and updated as needed. Staff are provided opportunities to develop their skills and share their talents as members of ad hoc and other committees (ex.-Collection HQ, DEI, Emergency Preparedness, staff development, Summer Reading, etc.). Staff are also encouraged to participate in outreach and partnership opportunities with community organizations. The Library provides tuition reimbursement for both FT and PT staff.

Chapter 3 - Personnel Checklist
- ✓ Library has a board-approved personnel policy.
- ✓ Library has staffing levels that are sufficient to carry out the library's mission.
- ✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- ✓ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- ✓ Library salaries and fringe benefits account for up to 70 percent of total operations budget. **Currently 67.3% of our budget.**
- ✓ Library gives each new employee a thorough orientation.
- ✓ Library evaluates staff annually.
- ✓ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ✓ Library provides staff access to library literature and other professional development materials.
- ✓ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ✓ The library complies with state and federal laws that affect library operations.

Chapter 4 - Access Checklist
- ✓ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- ✓ At least once every five years, the board directs a review of the library's long-term space needs.
- ✓ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

- ✓ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- ✓ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- ✓ The library has the minimum required number of parking spaces.
- ✓ The library's entrance is easily identified, clearly visible, and well lighted.
- ✓ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ✓ The library has adequate internal signage.
- ✓ The library's lighting levels comply with lighting standards.
- ✓ All signage is in compliance with applicable federal, state, and local regulations.
- ✓ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ✓ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ✓ Space is allocated for child and family use with furniture and equipment designed for use by children.
- ✓ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

Chapter 5 – Building Infrastructure and Maintenance

Unless noted as **NOT APPLICABLE** the items in Chapter 5 are being checked/maintained/or done on a regular basis. Some items include a **bolded comment** regarding our Library's practice. Our recent Renovation project also addressed items that were in need of repair and or replacement.

Ongoing Building Maintenance Checklist

- ✓ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use and other factors.
- ➤ Elevators should be maintained at least annually, and should comply with applicable codes for safety. **NOT APPLICABLE**
- ✓ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- ✓ The building facade should be inspected once a year.
- ✓ Parking lot resealing and restriping should be performed every one to three years. **Performed annually.**
- ✓ HVAC systems should be inspected and maintained at least twice a year (before summer and winter). **We have a Monthly HVAC Maintenance Contract.**
- ✓ Alarm system should be checked for proper operation at least once a year.
- ✓ Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights. **The majority of our lights are LED and do not require replacement as often as previously. They are inspected on a regular basis by building staff.**
- ✓ Emergency lighting should be checked once a month.
- ✓ Sprinkler systems should be inspected as required by code, but at least once per year.
- ✓ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- ✓ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- ✓ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- ✓ Landscaping sprinklers should be checked and maintained twice a year.
- ✓ Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- ✓ Hard surface flooring should receive thorough cleaning and/or polishing once per year.

- ✓ Window cleaning should be performed at least once per year.
- ➤ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits. **NOT APPLICABLE**
- ✓ Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- ➤ Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer. **NOT APPLICABLE**
- ✓ Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- ✓ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- ✓ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- ✓ Tuck pointing of masonry: On an as-needed basis.
- ✓ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five-year interval.
- ✓ Interior painting and wall coverings: On an as-needed basis.
- ✓ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- ✓ Wood and trim components: On an as-needed basis.
- ✓ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- ✓ Windows: Replace broken seals broken glass, caulking and glazing as needed.
- ✓ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- ✓ Landscaping: Inspect trees and sod replacement every one to two years. **Done annually.**
- ✓ Graffiti removal: Perform on an as-needed basis.
- ✓ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years. **Fence replaced 2020**
- ✓ Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

- ✓ *Warranties and professional consultation should determine capital project items.
- ✓ Parking lot reconstruction (not routine sealing) **Parking lot redone 2016.**
- ✓ Re-roofing **Roof replaced in 2010.**
- ✓ Window replacement-**New windows and replacement windows installed 2019-2020**
- ✓ HVAC equipment replacement
- ✓ Lighting replacements and upgrades-**All lighting upgraded in the 2020 Renovation**
- ✓ Building additions
- ✓ Interior remodeling (carpeting, walls, furnishings, etc.) **Completed 2020**
- ✓ Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades L Major facade repairs
- ✓ Major code upgrades

Capital Asset Plan Item List
*Any item that is not accounted for in library operating budget should be on this list.
Building structure
1. Site elements such as parking lots, paving, site furnishings and signs
2. HVAC systems
3. Plumbing
4. Elevators **NOT APPLICABLE**
5. Building envelope including facade, windows, and roofs L Furnishings
6. Environmentally Friendly Components
7. *The best time to upgrade for energy code conformance is when a library does replacement of library systems.

8. Roof
9. Mechanical systems
10. Windows
11. Library façade repair or replacement
12. Lighting/LED
13. Low-flow/water saving

Chapter 6 - Safety Checklist

✓ The library provides a list of emergency call numbers at all staff phones in the library.
✓ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
✓ The library has an emergency manual and disaster plan. **Updated 2022.**
✓ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, ~~NARCAN® kit~~, and an automated external defibrillator.
✓ The library provides a call list and contact information that is reviewed biannually.
✓ Emergency medical supplies are stored in a designated location and are accessible to staff.
✓ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
➢ A prioritization list shows what should be salvaged in order of importance. **Will be updated.**
➢ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. **In development.**
✓ A procedure exists for letting staff know when it is unsafe to enter the building.
✓ The library has a designated tornado shelter.
✓ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
✓ The library provides adequate security for staff, users, and collections.
✓ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
✓ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
✓ Copies of the emergency manual and disaster plan are provided to community safety personnel. **Need to follow up with Village and Fire District to verify they have a copy.**

Chapter 7 - Collection Management Checklist

✓ The library board of trustees ensures that the library has a publicly funded budget to purchase materials.
✓ The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget. **The Library's current budget for the Collection is 12%.**
✓ Library budgets should put priority on purchasing materials that best serve their community.
✓ The library has a written collection development policy approved by the board.
✓ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
✓ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
✓ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
✓ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
✓ The library publicizes and promotes interlibrary loan to its patrons.
✓ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 – System Member Responsibilities and Resource Sharing Checklist

✓ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.

✓ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.

✓ The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.

✓ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

✓ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.

➤ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance. **NOT APPLICABLE**

Chapter 9 Reference Service Checklist

✓ All basic services are available when the library is open.

✓ The library has a reference service policy.

✓ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

✓ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

✓ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

✓ The library provides easy access to accurate and up-to-date community information.

✓ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

✓ The library provides access to local ordinances or codes of all municipalities within its service boundaries.

✓ The library provides access to local and state maps. **Available online.**

✓ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings. **Available online.**

✓ The library provides voter information, including precinct boundaries and location of polling places. **Available online.**

✓ The library provides information about local history and events. **Available online.**

✓ The library has at least one current reference resource for each subject area.

✓ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

✓ Staff members are encouraged to attend at least one relevant continuing education event each year.

✓ The library evaluates its reference service on an annual basis. **Ongoing process.**

Reader's Advisory Service Checklist

✓ All basic services are available when the library is open.

✓ The library has competently trained staff that has thorough knowledge of popular authors and titles.

✓ The library maintains a well-rounded collection of both fiction and nonfiction titles.

✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

✓ The library maintains a basic collection of reader's advisory reference materials.

- ✓ All staff members attend at least one relevant continuing education event each year.
- ✓ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- ✓ Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading   roundtable, or continuing education event.
- ✓ The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 - Programming Checklist

- ✓ Library programs are provided free of charge, or on a cost recovery basis.
- ✓ Library programs are located in a physically accessible location.
- ✓ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ✓ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ✓ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- ✓ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ✓ The library provides outreach programs to specific populations who cannot visit the library.
- ✓ The library has programming that seeks to serve children and their caregivers.
- ✓ The library has programming that seeks to serve young adults.
- ✓ The library has programming that seeks to serve adults and senior citizens.
- ✓ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- ✓ The library is encouraged to partner with other organizations to offer programs.

Chapter 11 - Youth/Young Adult Services Checklist

- ✓ All basic youth services are available when the library is open.
- ✓ The library provides staff trained in serving youth.
- ➢ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- ✓ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- ✓ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- ➢ The library provides staff trained to assist youth with adaptive equipment and software as needed for accessibility of resources. **Will work with WDSRA in the future to identify equipment and train staff.**
- ✓ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- ✓ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- ✓ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- ✓ The library's programming is designed to reflect the needs and interests of youth in the community.
- ✓ Library programs are provided free of charge or on a cost-recovery basis.
- ✓ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.

- ✓ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- ✓ The library strives to partner with youth-facing organizations in the community.
- ✓ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- ✓ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- ✓ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- ✓ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
- ✓ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- ✓ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- ✓ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- ✓ The library strives to partner with and support local schools, including private schools and homeschoolers.
- ✓ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- ✓ The library provides a space specifically for use by children and families.
  - ✓ The shelving used for housing children's materials is appropriately sized to allow for easier access.
  - ✓ The library provides early literacy programming, including regular story time, for children and families.
  - ✓ The library provides programming which facilitates play and fun for children and families.
  - ✓ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
  - ✓ The library provides a summer reading opportunity to encourage reading and learning during the summer.
  - ✓ The library provides a welcoming environment for young adults both individually and in groups.
  - ✓ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
  - ✓ The library provides materials both physical and digital for young adults that are intended for them.
  - ✓ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 - Technology Checklist

Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.

The library has:
- ✓ a telephone, with a listing in the phone book;
- ✓ a telephone voice mail and/or answering machine;
- ✓ a fax and/or scanner;
- ✓ a photocopier;
- ✓ effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
- ✓ library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
- ✓ an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
- ✓ up-to-date computers for staff and public access with sufficient capacity to meet needs;
- ✓ up-to-date printers for staff and public access with sufficient capacity to meet needs;
- ✓ up-to-date antivirus and Internet security software protection installed on every library computer;
- ✓ up-to-date Internet browsers, web applications, and plug-ins;
- ✓ a valid email address, accessible via the library's website, for the library administrator; and

- ✓ a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
- ✓ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ✓ The wait time for patron workstations does not exceed 15 to 30 minutes.
- ✓ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

The library provides 24/7 remote access to library services and resources through:

- ✓ a web-accessible library catalog;
- ✓ an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
- ✓ appropriate regional, state, national, and international bibliographic databases;
- ✓ other authenticated electronic resources that are available for direct patron use; and
- ✓ virtual reference service, and/or text messaging services, and/or a library email account.

The library staff must be:

- ✓ computer literate;
- ✓ trained to use and assist patrons in the use of electronic resources and materials; and
- ✓ accessible via email and/or through messaging services.

The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

The library provides web links and access to regional and/or statewide initiatives including:

- ✓ regional library system consortial web-based catalogs;
- ➤ the CARLI academic library catalog (I-Share) **NOT APPLICABLE**-For Academic Libraries ONLY
- ✓ Illinois State Library-sponsored databases/e-resources; • other electronic collections as available; and

virtual reference service.

- ✓ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- ✓ The library has a board-adopted Internet acceptable use policy.
- ✓ The Internet acceptable use policy is reviewed annually.
- ✓ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- ✓ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- ✓ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- ✓ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - ✓ wireless access (Wi-Fi);
  - ✓ Internet connectivity upgrades sufficient for patron and staff use;
  - ✓ networking (local area vs. wide area);
  - ✓ library Intranet;
  - ✓ an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - ✓ patron self-checkout functionality;
  - ✓ new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - ✓ current and functional meeting room technology;
  - ✓ adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning
  - ✓ ongoing staff continuing education/training related to all aspects of technological services.
  - ✓ The library protects the integrity, safety, and security of its technological environment.

- ✓ The library's automated catalog and its components comply with current state, national, and international standards.
- ✓ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 Marketing, Promotion, and Collaboration Checklist

- ✓ The library has a communications plan that supports the library's long-range/strategic plan.
- ✓ The library staff and trustees participate in two or more cooperative activities with other community organizations.
- ✓ The library's services and programs are promoted in the community. Check the applicable publicity methods.
  - ✓ flyers
  - ✓ brochures
  - ✓ website
  - ✓ newsletter
  - ✓ posters
  - ✓ banners
  - ✓ displays
  - ○ podcasting
  - ✓ presentations
  - ○ speeches
  - ○ billboards
  - ✓ Other
- ✓ The library maintains at least one social media account. **Facebook, Twitter, Instagram, YouTube**
- ✓ The library invites local, state, and federal officials to visit the library.
- ✓ The library's website is updated at least monthly.
- ✓ The board, administration, and staff conduct an annual library walk-through.
- ✓ The board, administration, and appropriate staff visit other libraries.
- ✓ The budget includes funds for public relations and marketing activities.
- ✓ The library's promotional methods and services are ADA compliant.
- ✓ A designated staff member coordinates the library's marketing efforts.
- ✓ The library's staff receives customer service and marketing training.
- ✓ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- ✓ The library surveys patrons and the community to judge awareness of the library's programs and services.

Carol Stream Public Library
Expenses by Vendor
October 2023

Num	Date	Vendor	Amount
10-1000 Library Fund Cash			
10-1001 PNC General Checking			
12257	10/02/2023	Outsource Solutions Group, Inc.	-257.50
12258	10/02/2023	Urbanik, Jessica	-200.00
12280	10/02/2023	Village of Carol Stream - Benefits	-18,144.54
12259	10/05/2023	Paddock Publications, Inc.	-555.45
12261	10/09/2023	Case Lots, Inc.	-1,054.55
12262	10/09/2023	Center Point for Large Print Books	-145.02
12263	10/09/2023	Complete Cleaning Co., Inc.	-2,865.00
12264	10/09/2023	Gale/Cengage Learning Inc.	-3,495.00
12260	10/09/2023	ATA Group, LLP (Assoc McClure Inserra CPA	-1,200.00
12278	10/09/2023	Travelers	-7,576.00
12265	10/09/2023	Garvey's Office Products	-255.42
12266	10/09/2023	KAPCO	-127.25
12268	10/09/2023	Library Ideas LLC	-1,325.71
12267	10/09/2023	Lautanen-Raleigh, Marcy	-175.00
12270	10/09/2023	Moffat, Claudia	-400.00
12271	10/09/2023	OverDrive, Inc.	-441.87
12272	10/09/2023	Paylocity	-1,648.34
12273	10/09/2023	Precision Control Systems of Chicago, Inc.	-1,346.00
12274	10/09/2023	R&M Printing and Promotions Inc.	-506.25
12276	10/09/2023	St. Charles Public Library	-21.74
12275	10/09/2023	Sebert Landscaping, Inc.	-742.56
12279	10/09/2023	Unique Management Services, Inc.	-157.60
12277	10/09/2023	Staples	-1,604.36
12269	10/09/2023	Lindenmeyr Munroe	-591.00
12281	10/09/2023	Village of Carol Stream	-8,584.94
12282	10/09/2023	Village of Carol Stream	-234,461.01
12283	10/11/2023	ANIMAL QUEST ENTERTAINMENT, INC.	-406.00
12284	10/11/2023	Case Lots, Inc.	-79.60
12285	10/11/2023	Comcast (Fiber Optic/Internet)	-875.00
12286	10/11/2023	Kothrade, Kevin	-250.00
12287	10/11/2023	Lee, Saroeun	-144.00
12288	10/11/2023	Literacy DuPage	-100.00
12289	10/11/2023	Playaway Products, LLC (Formerly Findaway	-58.22
12290	10/11/2023	Comcast - (Business Phone)	-427.57
12291	10/12/2023	Maddox, Susan K.	-350.00
12292	10/17/2023	Adult Reading Round Table	-15.00
12293	10/17/2023	Asma Bohra	-220.00
12294	10/17/2023	Ayodele Drum and Dance, NFP	-550.00
12298	10/17/2023	Garvey's Office Products	-224.77

12299	10/17/2023	LIMRiCC - UCGA		-286.51
12301	10/17/2023	Morningstar, Inc.		-1,800.00
12303	10/17/2023	PermaBound Books		-76.54
12304	10/17/2023	Playaway Products, LLC (Formerly Findaway		-74.99
12295	10/17/2023	Baker & Taylor		-6,430.23
12296	10/17/2023	D & Z House of Books		-70.33
12297	10/17/2023	Gale/Cengage Learning Inc.		-289.40
12300	10/17/2023	Midwest Tape LLC		-8,914.55
12302	10/17/2023	Paylocity		-787.97
12305	10/17/2023	Rosen Publishing		-595.00
12306	10/17/2023	Swan (System Wide Automated Network)		-11,653.50
12307	10/17/2023	Value Line Publishing LLC		-5,000.00
12308	10/17/2023	Village of Carol Stream - IMRF		-11,909.63
12309	10/18/2023	Paylocity		-235.05
12310	10/23/2023	Hanover Insurance Co.		-18,177.00
12311	10/27/2023	ComEd		-3,070.94
12313	10/27/2023	Midwest Tropical Inc.		-5,390.00
12314	10/27/2023	PNC Bank		-1,677.31
12312	10/27/2023	GreatAmerican Financial Svcs.		-1,197.69
12316	10/27/2023	PNC Bank		-1,301.64
12315	10/27/2023	Amazon Business Prime/AMEX		-3,364.61
Total for 10-1001 PNC General Checking			**-$**	**373,885.16**
Total for 10-1000 Library Fund Cash			**-$**	**373,885.16**

Thursday, Nov 02, 2023 02:10:06 PM GMT-7

Total Disbursements for September 1 through October 31, 2023
Approved by the Library Board of Trustees November 15, 2023

President _____ Date _____

Secretary _____ Date _____

Deduction Listing

Carol Stream Public Library   (9366)

Check Dates: 10/06/2023 to 10/20/2023

Processes: 2023100601 - 2023102001

Pay Periods: 09/17/2023 to 10/14/2023

Page 1 of 1

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-13.58
Farrell, Joyce C.	1103		10	-43.31
Moreno, Athens M.	1216		02	-35.48
Mucha, Pierce	1226		11	-32.71
Raygoza, Leticia	1233		12	-73.86

Totals for REIMB -- REIMBURSEMENT

	5 Employees	-198.94

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-198.94
Totals			**5**	**-198.94**

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
10/31/2023	Journal Entry	ATA1007	10-General Fund	Reclass Employee Reimbursements	-Split-	198.94	198.94
Total for 2400 Payroll Liabilities						**$198.94**	
5300 Business Exp.							
5301 Postage							
10/31/2023	Journal Entry	ATA1007	10-General Fund	Reclass Employee Reimbursements	-Split-	9.49	9.49
Total for 5301 Postage						**$9.49**	
5305 Mileage Reimbursement							
10/31/2023	Journal Entry	ATA1007	10-General Fund	Reclass Employee Reimbursements	-Split-	22.81	22.81
Total for 5305 Mileage Reimbursement						**$22.81**	
5315 Other Expenditures							
10/31/2023	Journal Entry	ATA1007	10-General Fund	Reclass Employee Reimbursements	-Split-	35.48	35.48
Total for 5315 Other Expenditures						**$35.48**	
5321 Human Resources							
10/31/2023	Journal Entry	ATA1007	10-General Fund	Reclass Employee Reimbursements	-Split-	25.43	25.43
Total for 5321 Human Resources						**$25.43**	
Total for 5300 Business Exp.						**$93.21**	
5500 Services							
5501 Youth Services Programs							
10/31/2023	Journal Entry	ATA1007	10-General Fund	Reclass Employee Reimbursements	-Split-	87.44	87.44
Total for 5501 Youth Services Programs						**$87.44**	
5503 Adult/Teen Programs							
10/31/2023	Journal Entry	ATA1007	10-General Fund	Reclass Employee Reimbursements	-Split-	18.29	18.29
Total for 5503 Adult/Teen Programs						**$18.29**	
Total for 5500 Services						**$105.73**	

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
November 15, 2023

Library Calendar of Closings and Meetings

I have prepared the 2024 Calendar of Library Closings and Board meetings. Once approved, the calendar is sent to the Village and local press publications and posted in the lobby. Traditionally we are closed the Sunday before a Monday holiday, such as the Sunday before Labor Day and the Sunday before the Monday when Memorial Day is observed. We are also closed on Easter Sunday, Mother's Day and Father's Day. These Sunday closings are unpaid. When a Library holiday falls on a Sunday, the following Monday, will be considered the paid holiday. As with all unpaid closings, normally scheduled employees are offered the opportunity to make up their hours if they so choose.

December Board Meeting

Cancellation of the December Board meeting is on the agenda for your consideration. If it is decided to cancel the meeting, the December financials will be included with the January Board packet information. Also, in January the Board will be reviewing the updated Employee Handbook.

2024 Per Capita Review

The 2024 Per Capita Grant requirement is the same as previous years. The Library Board and Director are to completely review *Serving Our Public 4.0 Standards for Illinois Public Libraries* and report on any changes or progress. Included in your packet for your review is the review document done by staff showing were the Library meets the standards and what areas that may need to be developed. The final grant application will be included with the December or January Board packet for Board final approval. Deadline for submitting the Per Capita Grant is January 30, 2024.

Aging in a Changing Region Project Community Partner Update

The October 26 Aging In a Changing Region Focus Group at the Library was very well attended. We had over 80 residents and stakeholders in attendance. A final draft of the recommendations, based upon the outcomes of the surveys and focus groups, is being reviewed by the Committee members. A final report should be available some time in December.

Literacy DuPage Board Meeting

Athens Moreno and I attended the Nov. 8 Literacy DuPage Board meeting that was held here at the Library. Athens provided them with an overview of our current literacy efforts and I took them on a tour of our building. We had a nice discussion with them. They were very appreciative of our support of their organization.

Facility Update

The Water Wall leakage was repaired. A new pump was installed as well as some new light bars.

The roofing service was out and identified a loose drain on the roof above the water stained ceiling panel. It has been replaced and caulked.

The irrigation system has been flushed and closed down for the winter season.

The meeting room divider walls had a scheduled biennial maintenance check-up this month. Loose screws and slight adjustments were made to the panels to ensure it continues to function smoothly.

A slight leak was identified in the Women's handicapped restroom stall toilet. A flexible seal has been ordered and will be replaced by our plumbing service once it is received. The toilet can still be used while we wait for the installation of the replacement seal.

Christmas Sharing
The Library is a drop off location for unwrapped toys for the Village's Christmas Sharing Project as well as personnel care items, paper and cleaning products. The last day to donate is December 5th.

Legislative Meet-up
The ILA (Illinois Library Association) has scheduled a Legislative Meet-up for West Suburban Libraries for Wednesday, December 6 from 12:00-2:00 p.m. in Oak Brook. Library staff and Trustees are encouraged to register and attend this annual event that provides libraries the opportunity to hear from local legislatures regarding their standings on the importance that public libraries play in our Democracy. Please let me know if you are interested and I will get you registered.

Brookfield Zoo Tree
The Library is sponsoring a holiday tree at Brookfield Zoo this year. Our participation is to thank the zoo for being an active participant in the Museum Adventure Pass program over the past years (our most popular pass request). Staff members will be at the zoo on Nov. 11 and 12 to decorate our tree. The Library's tree is #647, located on the North Mall by the Butterflies, and will be on display through mid-January.

Upcoming Library Events and Outreach
- December 1-Village Tree Lighting-Village Town Center and Fountain View
- December 3-Library Holiday Open House

Please let me know if you are interested in volunteering at either of the December events.

November Employee Anniversaries
Joyce Farrell-11/04/08- Administration (Fifteen Year Anniversary)
Leigh Ann Wilson -11/06/17-Youth Services
Michael Lorenzetti – 11/29/18-Maintenance (Five Year Anniversary)
Aneesa Iqbal – 11/18/19-Youth Services
Molly Emerson – 11/28/22-Youth Services

Susan Westgate, Library Director

Illinois Library Association — LIBRARY LEGISLATIVE MEETUPS

2023 Legislative Meetups

This series of seven legislative events provides an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library. Learn more about how to be a strong library advocate and get prepared for a meetup by reviewing the **Ready, Set, Advocate** presentations and toolkit. Make the most of your Meetup with **these tips** from the ILA Advocacy Committee.

Advance registration is required, so don't wait! If you have questions regarding registration or you're not sure which Meetup covers your library and legislative district, contact the ILA office via email at ila@ila.org.

Your registration fee includes breakfast or lunch, legislative materials, and a program featuring state and federal legislative briefings and library-related priorities and speakers.
Registration for all meetups closes on November 23, 2023. No on-site registration will be available.

Wednesday, 6 December 2023
West Suburban and Chicago
Library Legislative Lunch
Chicago Marriott Oak Brook
1401 W. 22nd Street
Oak Brook, IL 60523
12:00 noon doors open and lunch is available
12:30 p.m. program begins
2:00 p.m. program concludes
Price: $55
West Suburban Legislators
(Legislators link will be updated soon)

Carol Stream Public Library - Monthly Librarian's Report FY 2023-2024

	October FY 22-23	October FY 23-24	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	15,336	14,703	92,974
Total Teen	769	649	4,593
Total Youth	16,490	15,326	102,874
Physical material use by format			
Books	22,573	22,080	145,070
Videos	6,295	5,095	34,522
Audiobooks and Music CDs	2,298	2,045	10,845
Periodicals and Magazines	230	291	1,470
Other	1,199	1,167	8,534
Total Physical Item Circulation	32,595	30,678	200,441
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	3,028	3,123	17,953
ILL - Borrowed from Non-SWAN	44	32	176
ILL - Loaned to SWAN	667	868	4,801
ILL - Loaned to Non-SWAN	90	66	463
RBP Loans - SWAN (incl. above)	332	660	3,693
RBP Loans (non-SWAN) - (incl. above)	451	373	3,026
Digital media use			
Bingepasses (hoopla)	2	31	118
E-books	2,871	2,456	19,806
E-Audio	2,501	3,036	18,041
E-Video	490	618	3,398
Museum Adventure Pass / Explore More Illinois	21 / 0	18 / 0	194 / 3
Total use of Electronic Materials	5,885	6,159	41,560
Total Circulation (physical materials and digital media)	38,480	36,837	242,001
Digital magazine retrievals	879	1,578	5,859
Total Electronic Retrievals (e-mags and databases)	5,854	7,697	38,829
Other circulation activities			
Items checked out in the Library	14,725	14,182	97,274
Self Check - # of Items Checked out	9,172	9,502	63,556
Self Check - % of items checked out in the Library	62.29%	67.00%	65.34%
Programs - # of Programs/Attendance*			
Adult - Number/Attendance	25 / 609	51 / 1,113	229 / 5,182
Teen Number/Attendance	10 / 249	8 / 145	63 / 1,113
Youth - Number/Attendance	112 / 2,213	118 / 1,995	695 / 13,385
General Interest - Number/Attendance	1 / 350	2 / 736	18 / 1,854
Total - Number/Attendance	147 / 3,071	179 / 3,989	987 / 19,680
Library Events - Number / Attendance	0 / 0	0 / 0	7 / 288
Outreach - Number / Attendance	20 / 1,136	39 / 1,760	157 / 8,756
Facility Usage			
Library Visits (Door Count)**	12,848	14,063	84,072
Curbside Pickup Transactions	119	38	294
Meeting Rooms - # of Public Bookings*	2	3	26
Study Rooms - # of Users	379	401	2,099

Electronic Usage			
# of Internet Sessions/Total Time	961 / 596	1,302 / 968	7,923 / 5,919
# of Library Website Visits	13,860	10,241	64,801
# Mobile App Views	4,061	na***	19,072
# of Wireless Users	2,155	1,803	9,238
Aspen catalog usage # engaged sessions	4,026	6,791	40,814

Reference Transactions			
Adult	1,361	1,705	10,140
Youth	454	875	7,481
Patron Services	412	310	2,689
Chat	31	33	157
Total Reference Transactions	2,258	2,923	20,467

Total One-on-One Tutorials*			
Adult	30	45	257
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,393	18,255	
# of Non-Resident Cards	43	47	
Total Registered Users	18,436	18,302	

Resources Owned/Licensed			
Books	65,136	67,938	
Newspapers (Print only)	24	22	
Periodicals (Print only)	118	113	
Total Print Materials	65,278	68,703	
Current Subscriptions (Print Only)	142	135	
Current E-Subscriptions	4,312	5,239	
E-Books: Downloadable	76,853	83,053	
Audio Recordings	6,635	6,688	
Audio Recordings (Downloadable)	30,814	36,316	
Videos	9,879	10,235	
Other: Video Games, Puzzles, Devices	783	857	
Databases	73	61	
Total Resources Owned/Licensed	194,627	210,522	

Professional Development Hours	53.25	93.25	316.25

*The meeting rooms are not available for public reservations.

Homebound deliveries now counted as One-on-One Tutorials;

Program recordings are only counted during the first two months;

Family and multi-age group programs are now reported as General Interest.

**Door counts from March through mid-July 2023 were elevated in error by the system.

The year-to-date number is an estimate based on the daily average after the counter was re-set.

***Mobile app usage statistics unavailable starting in September 2023.

Assistant Director's Report
October 2023

Administration and Business Office
- Payroll processing week of 10/2, 10/16, and 10/30.
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Staff Honor Books and Memorial/Honor Donation spreadsheets updated and acknowledgement letters sent - Joyce
- Migration to new PNC bank accounts continues.
- Audit completed and approved by the Board. Posted final reports on cslibrary.org and provided to our accountant.
- Quiet Room water wall pump, connector, and lights replaced by Midwest Tropical.
- Water stain above Youth service desk – Called Riddiford for service visit. They repaired the drain in that section of the roof.

Monthly Librarian's Report
- Mobile App statistics are not available for September and October. SWAN has not received the usage statistics from the vendor and may not until the next platform update.

Tech Services
- Acquisitions Associate Anjali Rentfleish started on 10/30/23.
- Items ordered – 725 and Items put into Circulation – 624
- Items catalogued – imported bib records & original cataloging - 64
- Item record edits/database clean-up – 535
- Bib record merge requests submitted to SWAN support – 10
- Repair items (includes disc cleaning) - 20
- Serial record edits – 0 and Claimed Issues – 21
- Conversion Projects - 51 items processed for the Juvenile Spanish collection.
- Pending orders in Workflows
  - not received items as of November 2, 2023 (Youth, 295; Adult, 386)
  - 1 pending cart from B&T as of November 2, 2023
- Spotlight Displays - Processed Spotlight Displays back to original Home Location: Hispanic Heritage Month (HHM) Youth and new displays on Award Winners, Thanksgiving KNF, Home & Garden (H&G), Crafts and Hobbies (C&H), Diwali (DIW), Native American Heritage Print/DVDs, and Christmas (HOL) DVDs
- Sustainable Shelves – 251 titles were submitted; 127 items were approved for submission resale to B&T for a credit value of $49.12.
- CollectionHQ – Laura submitted updated collection information and adjusted the midpoint for the performance reports. Changes effective with 11/8/23 dataset.

Meeting Attendance
- Weekly Director and bi-weekly Management Team meetings – Laura
- Held quarterly checkin meetings with reports - Laura
- 10/4/23 - Missing serials and monthly report training with Jackie - Laura
- 10/11/23 - COHS Graduation Celebration – Laura
- 10/17/23 - Allstaff meeting
- 10/17/23 - IT update meeting – Laura with Susan and Marc (VOCS)
- 10/18/23 - Board meeting
- 10/24-26/23 - SirsiDynix Connections Conference (virtual) - Laura
- 10/31/23 - SWAN chat - Laura

Information technology

- There were 40 support tickets in October.
- CCTV camera issues related to recent power surge – reconnected some display issues and replaced Lobby camera
- New ipad for Patron Services setup
- Anti-virus updated.
- Workflows print screen function setup for new Technical Services staff.
- Wifi signal strength from parking lot – IT is monitoring and collecting reports
- Youth Services computer lab – electric whip into furniture needed to be re-secured and metal plates re-attached.
- Hotspots – several are not connecting to the Internet. Rich will confirm that they have active subscriptions and then contact Mobile Beacon tech support to troubleshoot.
- Power supply for one of the main servers failed, IT got a replacement from the warranty company Service Express.
- Library market – added a new program type called "Parties and Celebrations" and reordered program type list.
- Surveys completed
  - Illinois Public Library Internet Survey
  - Public Library Association 2023 Technology Survey

Laura Hays
Assistant Library Director

Adult Services Department Monthly Report

October 2023

Department News:

- Database traffic bounced back with a nice uptick across the board, including more checkouts of digital items such as magazines
- Our desk traffic climbed up this month as an indicator of traffic with resources and program attendance rebounded from the post Summer back to school slow down
- Study rooms climbed up and we are exploring creative ways to offer drop in Co working spaces for both HS students and adults
- Our Teen Services webpage got a big refresh in its content and layout, including promotion of the recently revamped Teen Volunteer Program which gained 4 new teens this month!
- Organized the program supplies and department workroom, still in progress
- Programs for September ballooned to 45 offerings for the month!! That's more than 1x per day that there was something Teens or Adults could interact with
- Our ESL services continue to be utilized, including the classes, and conversational groups
- Began exploration of circulating Senior/Dementia Friendly Memory kits
- Our Homebound patron count saw a few more new members this past month
- Our Teen Volunteers began working on decorating Meals on Wheels bags that are used for the food delivery program offered by the DuPage Senior Services Organization

Outreach Activities:

- Homebound delivery – 45 registered, delivered to 32 patrons, Items delivered 200
- Rabecca continues leading our Instagram efforts and Jessica continues creating monthly take home calendar flyers highlight AS events and resources
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Claire has expanded our partnership with local senior services
- Linda is exploring more tour visits with local HS groups including those with disabilities. Two tours setup already for November with a focus on learning job resources available at the library
- Working with PACE bus on exploring a bus stop closer to the library
- Began offering computer classes with People's Resource Center
- Held a graduation party for those who completed our Online High School program

EDI Activities (EDI Committee & Dept):

- Partnership development with local organizations that serve disabled adults and teens for in library program offerings
- ESL classes continue with offerings 3x per week serving over 50 students
- Staff have been utilizing our Mango Language database to take the Spanish for Librarians Course
- Added training to our Niche Academy staff page regarding Sexual Harassment and DEI

Programs & Displays:

Athens Moreno Adult Services Manager

- Binge Box packages for both adults and teens
- Halloween/Scary Movie themed online quiz
- Paper Flower Interactive display for Hispanic Heritage Month
- Take N Make for Adults featured Skull Pumpkins
- For teens our Take N Make featured a Family History Chain Kit
- Partnered with DuPage Garden Club offering a Learning about Owls program
- Omar continued his Grow with Google Job Series program
- Our Afterschool offerings continued including a Art program and passive crafts
- Financial Fitness Online Programs were held, two for October
- Donuts & Dice 1x a month program
- Teens Gamers Battleground program series
- ESL Classes 3x a week
- In partnership with Literacy DuPage, offered our ESL Conversation Groups
- District 93 Teachers Meeting was held using one of the program room along with Literacy DuPage's board
- Our Spice of the Month continues to sell out and waitlists are building
- Last Wednesday Movie program for Seniors was held
- Neighbors Together partnership with DuPage Literacy on a county wide reading club continued
- Around the World Bookclub program
- In Person Needle Felt Pumpkin Class
- Online Program about The Shipwrecks of the Great Lakes
- Aging in the community focus group
- Dept staff helped with the Trick or Treat library table

Meetings:

- Bi Weekly Management Meetings
- Department Meeting featuring brainstorming exercise
- 1on1 meetings within dept FT staff monthly x 6

Resources and Collection News:

- Finalized to start in November a new Teen Health Awareness database which features an online calm room with tranquil music and scenes
- Ryan Dowd Training videos were added to the Staff Academy covering topics across all type of patron interactions
- Exploring ways to better promote our databases such as create easier URLs

Continued Education & Training:

- Working on a how to do programming informative packet for staff
- Collection HQ tutorials and training was uploaded to our staff academy
- Team Leader training for new staff

Athens Moreno Adult Services Manager

Pictures:

High School graduation

Athens Moreno Adult Services Manager

Social posts

Banned Book Display

Football themed catalog display

Athens Moreno Adult Services Manager

ft

TEEN
(High School)

Take & Make

Gratitude Stones

Transform simple stones into heartfelt expressions of
appreciation and joy!

Teen Crafts

Owl Class

Decorate a Lunch Bag
for a Senior

Brighten the day of a
Meals on Wheels recipient!

Teens Volunteer Project

Line Dancing Program

Athens Moreno Adult Services Manager

Donuts and Dice

Youth Services Report
October 2023

Program Highlights
- Youth Services hosted 46 in person programs during October with 1,553 in attendance. In addition, Youth Services had 621 participants serviced through 15 self-directed programs.
- Leticia Raygoza hosted Bilingual Mingle on 10/14 with 19 in attendance.
- Leigh Anne Wilson hosted a Sensory Series: Shaving Cream Squeeze on 10/9 with 38 in attendance. More than one participant was very happy to make a big mess!
- Leigh Anne Wilson hosted a Howl-o-Ween animal program followed by a petting zoo on 10/17 with 89 in attendance.
- Leticia Raygoza and Julie Mohedano put on a Hispanic Heritage Celebration complete with treats, crafts and a Mariachi band on 9/17 with 54 in attendance.
- Adriana Albers hosted pumpkin edition of Hands on Learning on 10/30 with 33 in attendance.
- Four CSPL Kits were distributed during October. 75 each of the Preschool kits – Bubble Wrap Beehive and Paint a Fall Tree. School Age kits - Scarecrow Pencil Topper (50) and Frankenstein Monster (75). We also distributed 152 bat crafts that had been left over from 2022.
- Youth Services hosted two Monster Jubilees on 10/29 with help from staff from all departments. There were 91 in attendance at the first program and 76 in attendance at the second. Participants enjoyed making a craft, going on a parade, listening to a story and playing games.

Outreach Events
- Leigh Anne Wilson provided 7 Outreach Storytimes during October reaching 343 children.

Patron Service and Reference
- 59 Youth Binge Box requests were filled during October.
- Youth Staff had 875 interactions with the public during October.

Professional Development
- Adriana Albers attended the Illinois Library Association Conference in Springfield 10/24-26.
- Youth Services hosted Anjali Rentfleish during her practicum. She shadowed and worked on a bibliography project.

Meeting Attendance
- 10/3, 26 – Amy and Sam regular meeting
- 10/5 – Youth Services Programming Meetings planning for March, April and May 2024
- 10/12, 26 – Management Team Meeting – Amy Teske
- 10/17 – All Staff
- 10/18 – Amy Teske attended "Be Inspired to Hire" reception with Lena Saltiel
- 10/20 – Meeting with Susan – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager

Monster Jubilee

Patron Services Monthly Report
October 2023

Circulation Statistics:

- Total Checkouts and Renewals: 30,678
- Staff-initiated material renewals: 256
- Curbside deliveries: 38
- New resident accounts: 98
- New Digital Accounts: 18
- Check-ins: 15,204
- Items Shelved: ~15,300

Patron Purge Update:

- SWAN provides a monthly report of all accounts with a last activity date of 8+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In October, 63 accounts were reviewed. Of those accounts, 17 will remain in the database and 46 will be removed.

Self-Check-out Activity:

- Checkouts at Lobby machines: 6,033
- Checkouts at Youth Services machine: 3,469

Melanie participated in the following:

- Monthly 1:1 with Susan
- Provided Team Leader training for 2 employees
- SWAN Circulation Users meeting
- HR Source: Evolving Manager Bootcamp

Other News:

- Anthony Paustian was rehired as a Patron Services Clerk and started mid-October. We're very excited to have him back on the team!
- LTA student Anjali Rentfleish spent ~12 hours in Patron Services for her practicum.
- Devaki Namboodiri completed Team Leader training.
- Melanie was elected to the SWAN Circulation Advisory Group for a 2-year term.
- Department meeting set for November 17.

Submitted by:
Melanie Johnson
Patron Services Manager
11/9/23

Human Resources

Monthly Report

October 2023

Administration

- Completed handbook edits and formatting; pending review with Director
- Final drafts of two new handbook policies on Floating Holidays and PLFAW
- Processed payroll October 2nd as backup

Benefits

- Four separate PlanSource testing rounds, provided feedback to fix errors
- Data imports and reviewed all information for accuracy
- Completed transition from Benefitsolvers to PlanSource

Staffing & Onboarding

- Offered position of Acquisitions Associate to rehire Anjali Rentfleish
- Offered position of Patron Services Clerk to rehire Anthony Paustian
- Drafted and sent offer letters; reactivated employee Paylocity accounts
- Contacted three references
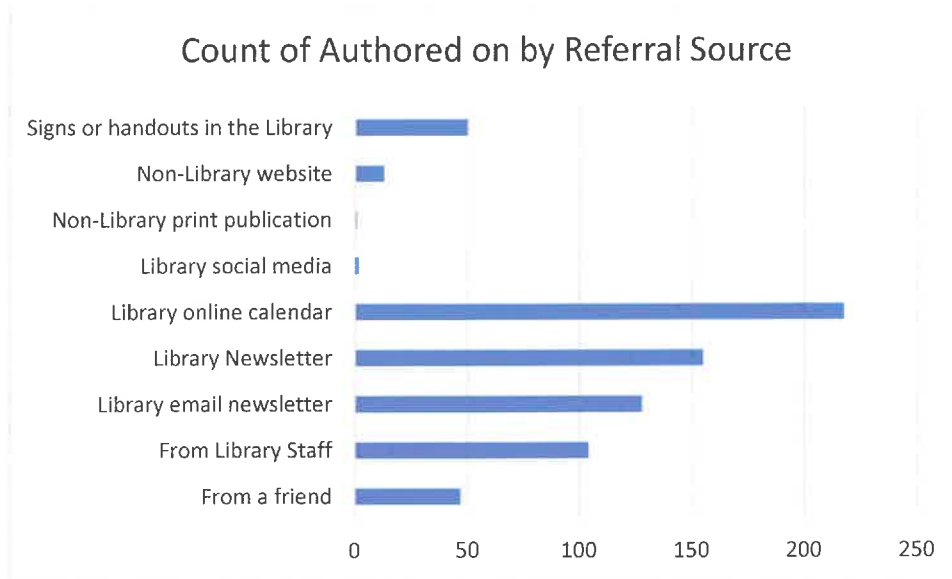- Conducted HR Orientation

Training

- SHRM: 4 Stages of Psychological Safety (1 hour)
- Team Leader Training for CSPL (1.25 hours)
- IPBC/ PlanSource meeting (1 hour)
- SHRM: Support Healthy Minds (1 hour)
- SHRM: How Mentally Healthy Workplaces Start with Mindful Leaders (1 hour)
- SHRM: From Surviving to Thriving (1 hour)
- SHRM: Employee Recognition Impacts for Retention, Culture, Engagement (1 hour)
- SHRM: Unlocking Productivity with the Power of Employee Wellness (1 hour)
- IPBC/ COBRA meeting (1 hour)
- IPBC/ PlanSource meeting (.5 hours)
- SHRM: Women's Health at Work (1 hour)
- PLFAW webinar (1 hour)
- FBI Bomb Threat webinar (1.5 hours)

Compensation

- N/A

Marketing Report: Mikayla Frigo

October 2023

Count of Authored on by Referral Source

Referral Source	Count (approx.)
Signs or handouts in the Library	~50
Non-Library website	~15
Non-Library print publication	~0
Library social media	~5
Library online calendar	~215
Library Newsletter	~155
Library email newsletter	~125
From Library Staff	~105
From a friend	~45

Promotions resulted in 718 event registrations

- Coordinated and worked Chef Maddox program sponsored by the Friends of the Library.
- Coordinated three different Friends of the Library promotional tables in the Library's Lobby in honor of National Friends of the Library week and the Friends 40th anniversary.
- Prepped promotional materials for and attended the Trick-or-Treat Trail.
- Helped to prep materials and volunteers for the Trick-or-Treating at the Library. We had a total of 236 trick-or-treaters.
- Completed layout editing and proofing for quarterly Winter newsletter.
- Produced graphics for TV displays to promote the Library's resources, upcoming events, and reading challenges.
- Met with Susan, Library Director, to plan for the Winter Wonderland Open House.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Produced 4 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.
- **Marketing Request Forms/ Marketing Materials Created**
    - Edited December Youth Services Programs pamphlet
    - Edited November Adult and Teen monthly program calendars
    - Updated the Friends of the Library Logo
    - 7 - 8.5 x 11 Program signs
    - 11x17 Hygge book display sign
    - Posted signs around the Library and created TV display slides for November Blood Drive.
    - Created TV Display Slides to recognize National Friends of the Library Week and the Friends 40th anniversary.
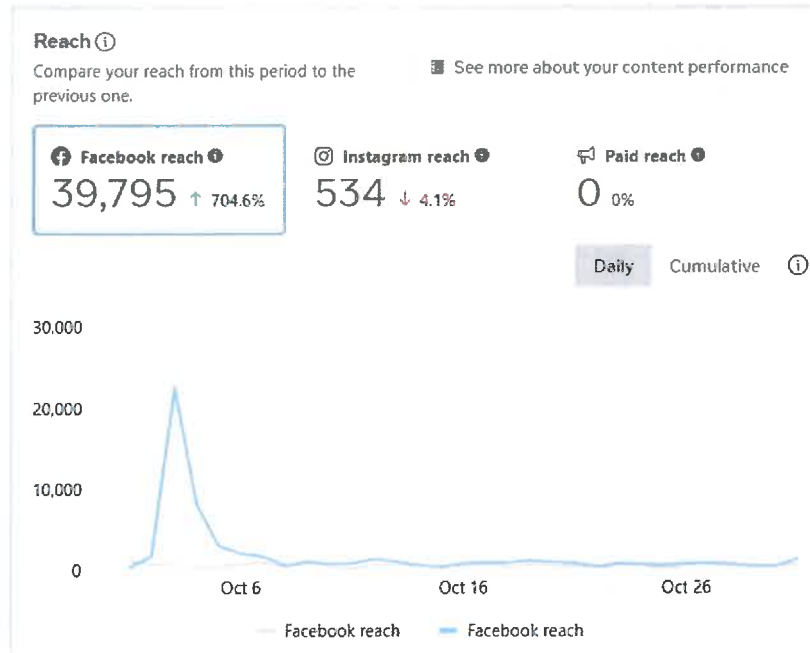
Statistics:

Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page.

Engagement: the number of times each post was clicked on, liked, and/or commented on

Facebook: October

Followers: 3,000 (21 new followers)

Reach ⓘ
Compare your reach from this period to the previous one.

🔳 See more about your content performance

🟦 **Facebook reach** ❶	📷 **Instagram reach** ❶	📢 **Paid reach** ❶
39,795 ↑ 704.6%	534 ↓ 4.1%	0 0%

Daily   Cumulative   ⓘ
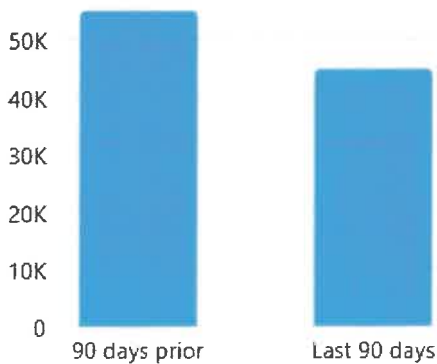

Facebook reach — Facebook reach

October Post Reach: 44.8 K

Reach

Post reach ⓘ

44.8K ↓ 18.5%

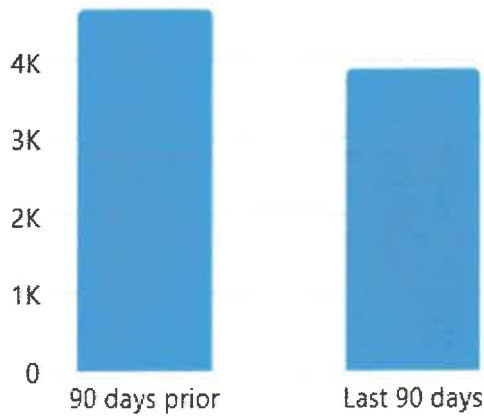Total from last 90 days vs 90 days prior

October Engagement: 3.9 K

Engagement

Post reactions, comments and shares ⓘ

3.9K ↓ 16.6%

Total from last 90 days vs 90 days prior

Top Three Reach Posts from October

Carol Stream Public Library October 2 · ⊘ It's Banned Book Week! Check out some of these commonly challenged books and Let Freedom Read! 📚	**Carol Stream Public Library** October 31 at 3:00 PM · ⊘ Wishing you a very Happy Halloween from your Friends at the Carol Stream Public Library! 👻 See insights and ads Boost post 👍❤️ 74 1💬 1↗️ 👍 Like 💬 Comment ↗️ Share	**Carol Stream Public Library** October 12 at 12:00 PM · ⊘ Looking for Halloween costume ideas? Go retro! Two well-disguised children back in 1974.
People Reached: 35,909 Engagements: 1,027	People Reached: 1,993 Engagements: 112	People Reached: 1,885 Engagements: 83

Top Three Engagement Posts from October

Carol Stream Public Library October 2 It's Banned Book Week! Check out some of these commonly challenged books and Let Freedom Read! 	**Carol Stream Public Library** October 5 We finally got around to posting this... 	**Carol Stream Public Library** October 31 at 3:00 PM Wishing you a very Happy Halloween from your Friends at the Carol Stream Public Library! See insights and ads Boost post 74 1 comment Like Comment Share
People Reached: 35,909 Engagements: 1,027	People Reached: 1,262 Engagements: 122	People Reached: 1,993 Engagements: 112

Twitter

Followers: 1,688 (22 new followers)
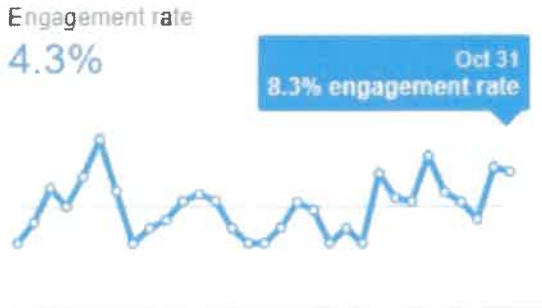
Total Impressions: 5.6 k

Impressions from October

Your Tweets earned **5.6K impressions** over this **31 day** period

Total Engagements: 202

Engagement Rate: 4.3%

Engagement rate
4.3%

Oct 31
8.3% engagement rate

Promotional Emails October

| October 5	October Programs: Discover, Learn & Enjoy!	Open Rate: 36.3 %	Click Rate: 1.9%
October 12	Haunted Books & Programs Galore!	Open Rate: 36.7%	Click Rate: 1.9%
October 19	Halloween Events Coming Soon!	Open Rate: 36.9%	Click Rate: 1.9%
October 26	Save a Seat for November Events!	Open Rate: 36.5%	Click Rate: 2.5%

Monthly Report of IT Service

Report Range   10/1/2023   10/31/2023

Support Tickets

40

Information Technology Closed Support Tickets by Category

Helpdesk tickets are broken down by type and categorized to help identify trends. The most common tickets are Requests and Incidents. If there are multiple related Incidents, this indicates a problem and leads to a Change.

Pie chart: Change - Standard, Request, Incident

Request Type	Count
Change - Standard	4
Incident	18
Problem	1
Request	17
Total	**40**
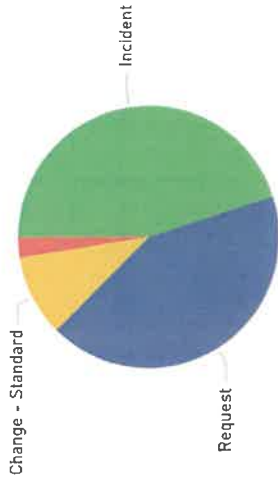
CategoryName	Count
Audio / Video	1
Computer Hardware	10
Computer Software	12
Email Management	3
Employee Accounts and Access	3
Internet / Intranet	1
Network Infrastructure	4
New Equipment Request	1
Printer	2
Security Systems	2
Telephone	1
Total	**40**

Bar chart by category:
- Computer Software: 12
- Computer Hardware: 10
- Network Infrastructure: 4
- Email Management: 3
- Employee Accounts and Access: 3
- Printer: 2
- Security Systems: 2
- Audio / Video: 1
- Internet / Intranet: 1
- New Equipment Request: 1
- Telephone: 1
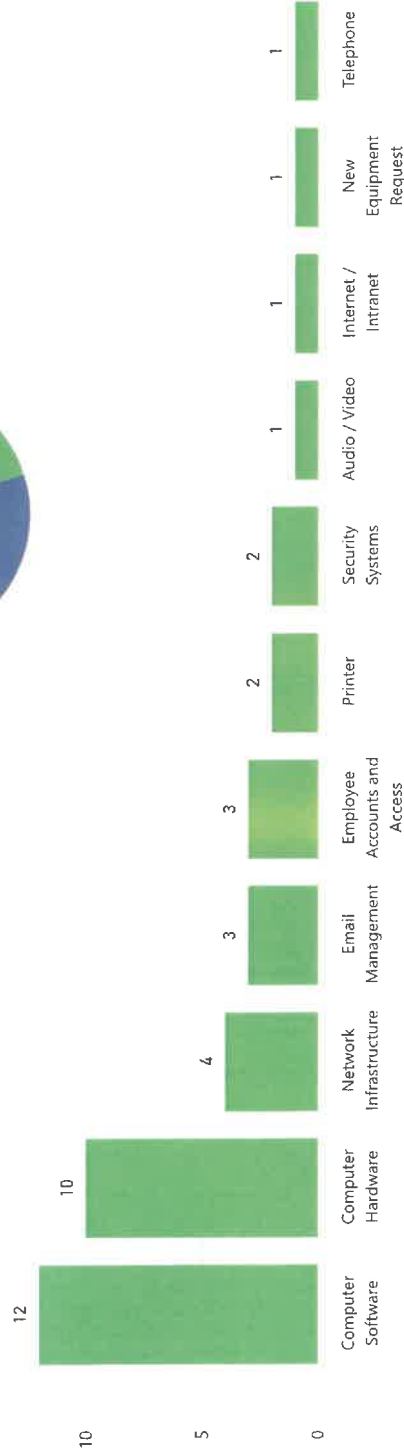
Tickets Types

Definitions:

Requests - A request is a request for a service. This may include a printer setup, a new user setup, assistance with an application.

Incident – This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.

Problem – A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.

Problem – Known – This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.